

Minutes of the meeting of the Human Resources Committee of the Board of Directors of the Cook County Health and Hospitals System held Friday, June 22, 2012 at the hour of 7:30 A.M. at 1900 W. Polk Street, in the Second Floor Conference Room, Chicago, Illinois.

## **I. Attendance/Call to Order**

Chairman Lyne called the meeting to order.

Present: Chairman Sister Sheila Lyne and Directors David Carvalho, Quin R. Golden and Ruth M. Rothstein (4)

Director Hon. Jerry Butler

Absent: Director Jorge Ramirez (1)

Additional attendees and/or presenters were:

Cathy Bodnar – System Chief Compliance and Privacy Officer

Maureen O'Donnell – System Interim Chief Human Resource Officer and Chief, Cook County Bureau of Human Resources

Gladys Lopez – System Interim Director of Human Resources

Lisa Meador –Deputy Chief of Labor Relations, Cook County Bureau of Human Resources

Elizabeth Reidy – System General Counsel

Tanda Russell – System Interim Chief Nursing Officer

Deborah Santana – Secretary to the Board

Carol Schneider – System Chief Operating Officer

## **II. Public Speakers**

Chairman Lyne asked the Secretary to call upon the registered speakers.

The Secretary called upon the following registered public speakers:

- |                     |                   |
|---------------------|-------------------|
| 1. George Blakemore | Concerned Citizen |
| 2. Lynetta Berry    | Registered Nurse  |
| 3. Letitia Williams | Registered Nurse  |
| 4. Martise Chisum   | Registered Nurse  |

## **III. \*\*Report from System Human Resources Department**

### **A. Report from Interim Director of Human Resources (Attachment #1)**

Gladys Lopez, System Interim Director of Human Resources, provided an update on the following subjects: Recruiting – Vacancies filled through June 18, 2012; and 2012 Processing of House Staff. The Committee reviewed and discussed the information.

The Committee discussed the subject of nurse recruitment.. Carol Schneider, System Chief Operating Officer, stated that the priorities were established based upon the Strategic Plan, for the most part; she added that the number one priority in recruiting has been for those positions that are direct caregivers.

**III. \*\*Report from System Human Resources Department****A. Report from Interim Director of Human Resources (continued)**

With regard to the recruitment efforts for the higher priority positions, such as nursing positions, Director Carvalho asked if there is a way for the Committee to determine whether the recruitment efforts are emphasizing nursing positions, in contrast with the total number of vacancies filled System-wide, based upon the information provided to them. Ms. Schneider provided an example reflecting the focus of recruitment efforts for higher priority positions. Due to a significant number of retirements that took place in December, twenty-eight (28) beds in the Medical-Surgical unit were closed, in order to provide safe staffing levels. Since then, the nursing staff needed to re-open the beds have been hired, and all of the beds have since re-opened.

As this meeting will be the last Human Resources Committee Meeting for Chairman Lyne, due to her term expiring on June 30<sup>th</sup>, Ms. Lopez took the opportunity to acknowledge and thank Chairman Lyne for her support, contributions and commitment that she has made to the Human Resources Committee.

**IV. Action Items****A. Proposed Collective Bargaining Agreements with the following:**

- i. **Proposed wage resolutions for the Service Employees International Union (SEIU) for (pending union ratification):**
  - a. **Healthcare Professionals**
  - b. **Technicians**
  - c. **Technologists**
  - d. **Oak Forest Health Center - Service & Maintenance**
  - e. **Stroger Hospital and Cermak Health Services - Service & Maintenance**
- ii. **Request for approval of a contract with National Nursing Organizing Committee (wage resolution was approved in a previous action)**
- iii. **Request for approval of a contract with Teamsters 743 for Provident Hospital employees (wage resolution was approved in a previous action)**

This item was considered following the adjournment of closed session.

Director Carvalho, seconded by Director Golden, moved to approve the proposed Collective Bargaining Agreements under Item IV(A). THE MOTION CARRIED UNANIMOUSLY.

**B. Any items listed under Sections IV and V****V. Closed Session Items**

- A. **Discussion of personnel matters**
- B. **Update on labor negotiations**
- C. **Discussion of litigation matters**
- D. **\*\*Report from System Human Resources Department**

**V. Closed Session Items (continued)**

Director Golden, seconded by Director Carvalho, moved to recess the regular session and convene into closed session, pursuant to the following exceptions to the Illinois Open Meetings Act: 5 ILCS 120/2(c)(1), which permits closed meetings for consideration of “the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity,” 5 ILCS 120/2(c)(2), regarding “collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees,” and 5 ILCS 120/2(c)(11), regarding “litigation, when an action against, affecting or on behalf of the particular body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.”

On the motion to recess the regular session and convene into closed session, a roll call was taken, the votes of yeas and nays being as follows:

Yeas: Chairman Lyne and Directors Carvalho, Golden and Rothstein (4)

Nays: None (0)

Absent: Director Ramirez (1)

THE MOTION CARRIED UNANIMOUSLY and the Committee convened into closed session.

Chairman Lyne declared that the closed session was adjourned. The Committee reconvened into regular session.

**VI. Adjourn**

As the agenda was exhausted, Chairman Lyne declared the meeting ADJOURNED.

Respectfully submitted,  
Human Resources Committee of the  
Board of Directors of the  
Cook County Health and Hospitals System

XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
Sister Sheila Lyne, Chairman

Attest:

XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
Deborah Santana, Secretary

Cook County Health and Hospitals System  
Minutes of the Human Resources Committee Meeting  
June 22, 2012

ATTACHMENT #1



# **Human Resources Committee Meeting**

**June 22, 2012**

# Recruiting

- A total of 123 vacancies have been filled through June 18, 2012
  - 6 Re-Hires
  - 40 Re-Calls
  - 17 Internal Candidates
  - 60 External Candidates

## Vacancies Filled Through June 18, 2012 ~ Breakdown by Position

	Re-Hire	Re-Call	Internal	External	Total		
<b>Nurses</b>							
APN-Nurse Practitioner				1	1		
Clinical Case Manager	1			2	3		
Clinical Performance Analyst				1	1		
CNI			5	19	24		
CNII			2		2		
In-House Registry Nurse				2	2		
Nurse Coordinator II	1				1	34	Nurses
LPN II				4	4	4	LPNs
<b>Physicians</b>							
Attending Physician 6			1	3	4		
Attending Physician 7	1				1		
Attending Physician 9	1				1		
Attending Physician 10				2	2		
Attending Physician Sr 6	1				1		
Attending Physician Sr.12				1	1		
Attending Physician-Adult Medicine				1	1		
Consultants (Physicians)				1	1		
Correctional Psychiatrist			1		1		
Divisional Chief of Correctional Psychiatry				1	1		
Medical Division Chairman K11			1		1	15	MDs
<b>Clinical Support</b>							
Administrative Aide		2			2		
Attendant Patient Care		11		9	20		
Certified Nursing Attendant		3			3		
EKG Tech		1			1		
Health Service Representative I		1			1		
Interpreter				4	4		
Medical Social Worker II		1			1		
Medical Tech I		1			1		
Operating Room Technician				3	3		
Pharmacy Technician			5		5		
Respiratory Therapist		3			3		
Respiratory Therapist Supervisor	1				1		
Ward Clerk		1			1	46	Clinical Support
<b>Other</b>							
Building Service Worker		6			6		
CEO Executive Assistant			1	1	2		
Clerk V		9			9		
Computer Operator I				1	1		
Director of Strategic Sourcing/Contract				1	1		
Groundskeeper		1			1		
Learning & Development Assist.				1	1		
Pat Access Supervisor,Fin Coun				1	1		
Receptionist				1	1		
Supervisor Patient Access-PreRegistration			1		1	24	Other
	6	40	17	60	123		

# 2012 Processing of House Staff

- Human Resources is working closely and collaboratively with:
  - Dr. John O'Brien, Chairman, Department of Planning, Education, and Research
  - Dr. Patricia Kelleher, Director, Employee Health Services (EHS) and members of her team; and
  - Our County Bureau of Human Resource partners in the processing of the 2012 new House Staff members; and we are on schedule.
- Scheduled start date: Monday, July 2, 2012



- We expect a total of 119 new House Staff members that includes:
  - 4 Physician Assistant Residents
  - 2 Pharmacy Residents
- Status of Candidate Processing:
  - 15 candidates were processed prior to June 15<sup>th</sup>
  - 32 candidates were processed on June 15<sup>th</sup>
  - 11 candidates were processed on June 18<sup>th</sup>
  - We anticipate processing 61 candidates on or before June 22<sup>nd</sup>

- Processing includes:
  - Obtaining required documentation from the candidates;
  - Completion by the candidates of:
    - ~ new hire paperwork and forms;
    - ~ a physical and other clinical / EHS requirements;
    - ~ the required fingerprint based background check; and
  - HR providing the candidates with benefits information (medical, dental, vision, time off accruals, etc.)

- Would like to acknowledge and thank:
  - Paris Partee, Director of Human Resources, Stroger Hospital and the CCHHS and CBHR HR Teams for all the behind-the-scenes work, planning, organizing and coordinating to make this successful:
  - Members of the CCHHS HR Team:

Pamela Campbell	Jasmaine Ison
Shantel Dobson	Ermis Maldonado
Ciana Fowler	Kamini Patel
  - Members of the County Bureau of HR Team:

Geri Evans	Dawn Whitfield
William Frantz	